

Excess Property

Policies

Property no longer needed by the Laboratory but still in usable condition will be made available to other DOE organizations and federal and state agencies through the excess process. This includes LANL property not located at the Laboratory.

Cross references:

41 CFR 101-43.3

41 CFR 109-43.3

Joints IV

Property custodians remain responsible for protecting property from theft or damage until it is picked up by the excess property subcontractor. The subcontractor must provide full protection until title to the equipment passes to an organization outside of the Laboratory.

Excess computer software must be processed according to the manufacturer's software license governing commercial users (government-use clauses in these licenses do *not* apply to LANL software). In most cases, the software can be transferred to other Laboratory workers only. Software not used internally must be destroyed and its documentation recycled or thrown out. The program also must be deleted from the user's computer and backup disks.

Note: Most software manufacturers require destruction of software that is upgraded or exchanged. PAs and custodians must check the license agreements that came with the excess software to ensure compliance.

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Procedures

Internal Screening

Upon deciding that a usable item is no longer needed, the property custodian or PA determines whether the item is needed elsewhere in the organization. If not, the custodian and/or PA fills out (or verifies) the paper or on-line Excess Property Information Sheet (EPIS; see Appendix for paper version). In doing so, information on the item's use and one of the following condition classifications must be provided:

- A — Serviceable
- B — Minor Repairs (needed)
- C — Major Repairs (needed)
- D — Scrap or Salvage

A single EPIS may be used for groups of non-property-numbered items, as long as the condition and ES&H information is applicable to all items.

If the item is not at the Laboratory, the PA should contact his or her PS for instructions.

After the on-line EPIS is completed and submitted, it awaits on-line approvals, if required, from contamination and computer security personnel. When approved, the item's record is automatically entered into the on-line Swap Shop for 21 days, which may be reviewed by any Lab worker. The item may be transferred to another custodian's accountability anytime by the normal methods (see "Change of Assignment" in the "Property Control" chapter).

Note: During the internal screening process, Science Education Outreach (SEO) may designate in PAIRS those items in which it is interested for its programs. At the end of the internal screening period, PAIRS notifies the PA, who should transfer

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any unclaimed items to SEO rather than allowing them to go on through the excess process.

Excess Collection Points

Where practical, an organization may store excess property in centralized holding areas during the internal screening process or afterward while awaiting pickup by R&M. These "excess collection points" must be enclosed and secure (within a lockable room or fence) and must provide:

- shelter for protection from the elements
- shelves, racks, or other means for safe stacking of property
- aisles large enough to provide safe access to each item
- if applicable, areas for safely segregating contaminated property

The collection point must be labeled on or near the door with the names, mail stops, and telephone/pager number(s) of the property administrator, radiation control technician, and building manager. Applicable hazardous materials labels also must be displayed.

Only the individuals named on the door label and J&M personnel having authority to enter the collection point will have keys/combinations to it.

Any item placed in an excess collection point must be identified with a completed EPIS or EMPT.

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Release of Excess

Items not acquired internally after 21 days are considered excess to the Laboratory's needs. PAIRS automatically transfers the information out of the Swap Shop and brings it to the attention of LANL's subcontractor for excess property, JCI Redistribution & Marketing (R&M). R&M arranges pick-up of the items and storage at its Redistribution Center. After the items are picked up and pick-up information has been uploaded, PAIRS transfers accountability of the item to R&M.

R&M collects property identified with EMPTs from each LANL building or collection point on a regular monthly schedule.

Classification

R&M screens excess items based on acquisition value, FSC code, and condition code and classifies them as follows based on 41 CFR 101-43.4801:

- Federal Supply Classification Code
- Condition Code
- reportable
- non-reportable (as per 41 CFR 101.43.305 & 109.43.312)
- reportable Automatic Data Processing Equipment (ADPE)
- Energy-Related Laboratory Equipment (ERLE)
- Salvage or scrap (see "Sale of Property" in Chapter XV, "Retirement of Property")

More than one category may apply to a given item. Reusable property (not scrap or salvage) is screened externally as explained below.

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Note: Items undergoing external screening remain available to LANL organizations until physically removed from the LANL or holding agency's site by or for the new owner.

K-12 Gift Program

Every month, R&M provides a list of excess items suitable for use in elementary and secondary schools to the New Mexico Department of Education. The department has 30 days from the list's print-out date to place an order for items in which it is interested. The order will specify which items are to go to which schools. R&M will inform those schools' representatives within 24 hours as to whether the items are still available.

If they are, R&M will:

- place a "freeze" on the item (indicate in appropriate records that it has been requested)
- segregate it in a locked storage area away from other excess property
- notify the Department of Education to send an Equipment Gift Agreement (see Appendix) to DOE/LAO stating to whom the item will go and the item's:
 - list number
 - item number
 - property number
 - description

DOE has agreed to provide the department and the school representative with a written explanation if it disapproves a gift.

Approved gift letters are signed by DOE and sent to R&M with copies sent to Property Management (PM).

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R&M then contacts the representative to arrange pick-up within the following 10 working days.

R&M prepares a Material Shipping Report (MSR; see Appendix), by which the school representative accepts ownership upon pick-up. The school pays only packing and transportation costs, if any. R&M and the representative each keep copies of the MSR, and others are sent to Property Accounting, PM, and DOE/LAAO. Property Accounting then retires the item from PAIRS.

Items not frozen or picked-up after 30 days and those not suitable for the K-12 program go directly into DOE and General Services Administration (GSA) screening.

Screening Reportable Property

DOE Screening

DOE screens reportable excess property nationwide for 30 days through its computer tracking system called REAPS, or Reportable Excess Automated Property System. R&M enters information into REAPS on a monthly basis. The equipment data is grouped by FSC code, and also is printed in a catalog. The catalogs are distributed by DOE Headquarters to DOE contractors and operations offices.

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ERLE Screening

When the 30-day DOE screening period is over, certain items are entered into ERLE (Energy Related Laboratory Equipment), which has a 60-day screening cycle. DOE donates used energy-related laboratory equipment to universities, colleges, and other nonprofit educational institutions of higher learning for use in energy-oriented educational programs in the life, physical, and environmental sciences and engineering.

A separate catalog for equipment being screened through ERLE is published monthly.

GSA Screening

Items not chosen for or through ERLE screening enter the 45-day GSA screening cycle. GSA distributes to federal agencies and contractors a catalog of available property. It also advertises property by computer through the Multi-Use File For Inter-agency News (MUFFIN).

Screening by States

Property not picked up during the GSA screening is considered surplus to the needs of the federal government. States have 21 days during which they exclusively may acquire this property.

Screening Non-Reportable Property

R&M's monthly report of non-reportable property is sent to both the DOE and the GSA for a simultaneous 30-day screening.

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Expedited Screening by TWX

There are property items for which limited DOE screening is required, but screening through REAPS would be cost prohibitive or would increase environmental, safety, or health risks. These include items on lease options and hazardous, toxic, or contaminated property. Expedited screening may occur only with DOE/AL permission.

These items are screened in place because R&M cannot accept such property. Property centers notify R&M that they have these items available via memorandum. As soon as R&M receives such a memo, it contacts PM to coordinate the seeking of DOE/AL approval.

To perform this limited screening, R&M prepares an Unclassified Telecommunications Message (TWX) and circulates it to other DOE agencies through the Operations Offices for a period of 15 to 30 days.

If another agency wants an item on this list, R&M processes the transfer, exchange, or trade-in. Only DOE facilities with proper licenses may accept hazardous, toxic, or contaminated property

Retirement of Excess

When an item is transferred outside of the Laboratory during the screening process, it is retired from PAIRS by Property Accounting upon receipt of an MSR from R&M.

Unacquired Excess

Property which has not been acquired from the Laboratory at the end of the screening process becomes available for sale at public auction (see "Sold Property" in Chapter XV, "Retirement of Property").